

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☐ EXISTING POSITION

Part I - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Department for Children and Families		9. Position No. K0227949	10. Budget Program Number		Agency Number
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) Public Service Administrator II			
3. Division CPA and Residential Program Division		12. Proposed Class Title Public Service Administrator			
4. Section	For Use By Personnel Office	13. Allocation			
5. Unit		14. Effective Date			
6. Location (address where employee works) Topeka Shawnee City County		15. By	Approved		
7. (circle appropriate time) <u>Full time</u> Perm. Inter. Part time Temp. 100%		16. Audit Date: By: Date: By:			
8. Regular hours of work: (circle appropriate time) FROM: 8:00 <u>AM</u> /PM To: 5:00 AM/ <u>PM</u>	17. Audit Date: By: Date: By:			Position Number	

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name	Title	Position Number
Daric S. Smith	PSE II	K0227908

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Daric S. Smith	PSE II	K0227908

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

a) Considerable

b) Decisions are made within the framework of established routine, procedural, policy and regulatory guidelines for work processes for the management of the local DCF District staff and contractor/agent of the state work and the review of noncompliant child care facilities under the incumbent's authority. Instructions are given verbally and in writing, but it is expected the incumbent will provide leadership and utilize independent judgment to identify priority tasks and projects and to bring them to the attention of the section chief. Methods and guidelines are developed by the incumbent with supervisor approval and within Department policies, expectations, statutory and regulatory authority. c) Written and/or oral instruction from Director. Detail is general with employee to fill in specific subparts.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	
1 / 35%	E	Coordinates and functions as the content expert for initial and renewal licensing activities of the section related to 24-hour seven day per week child care facilities. Performs liaison duties with Child Placing Agencies and Group Residential Facilities related to issues arising from the processing of licensing applications. Unit leader responsible to establish, evaluate and revise goals and objectives for operations to ensure surveys, initial licensure and investigations are conducted in a timely, efficient manner and in accordance with Department expectations, policies and procedures. Maintains regular contact with and supervises professional and administrative staff within the assigned management area.
2 / 30%	E	Analyzes and reviews findings of noncompliance in regulated childcare facilities, except Child Placing Agencies, to determine appropriate enforcement action in accordance with Department protocols, laws and regulations of the State. Processes complaint intakes and makes decisions regarding assignment. Provides guidance and training in regulatory and statutory interpretation, program application and policies and procedures to staff, child placing agencies and licensees. Promotes cooperation, communication and coordination within the section, with licensees, other agencies and the public related to licensing and complaint resolution in 24-hour childcare facilities. Makes recommendations to the director for program improvement and implements program improvements.
3 / 15%	E	Researches, extracts and utilizes program data, reviews and evaluates programmatic outcomes to implement and improve program quality and effectiveness. Provides reports and technical assistance to the director of the program, agency partners and staff concerning program quality and effectiveness Reviews and analyzes proposed legislations, agency testimony, recommends and proposes legislation to the director of the program.
4 / 15%	E	Participate in management meetings of the CPA and Residential Programs Section and the Early Care and Youth Programs Section to develop consistent policies and procedures for the Child Care Licensing Program. Promotes and models quality customer service, team partnerships, and promotes positive leadership within and outside the Section, Bureau, Department, and to the public.
5 / 5%	M	Perform other duties as assigned including serving as a member of the DCF Disaster Response Team as needed to assure the agency's public and environmental health response is adequately staffed during and immediately following natural and/or manmade disasters, infectious disease outbreaks, and/or acts of terrorism.

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22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:
- ☐ Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 - ☒ Plans, staffs, evaluates, and directs work of employees of a work unit.
 - ☐ Delegates authority to carry out work of a unit to subordinate supervisors or managers.

- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name	Title	Position Number
Jean A. Martin	Administrative Specialist	K0227930
Susan L. Colvin	Administrative Specialist	K0227929
Leticia Eastman	Administrative Specialist	K0227950
Rebecca L. Kruse	Program Consultant I	K0227923
Sheri L. Williams	Public Service Administrator II	K0227917
Mary Pearson	Program Consultant I	K0228063

23. Which statement best describes the results of error in action or decision of this employee?

- ☐ Minimal property damage, minor injury, minor disruption of the flow of work.
- ☐ Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- ☐ Major program failure, major property loss, or serious injury or incapacitation.
- ☒ Loss of life, disruption of operations of a major agency.

Please give examples.

Major program failure, major property loss or serious injury or incapacitation to children in care of facilities.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Local Government - Officials Daily
State Government Officials – Daily
Owners/Licensees/Operators – Daily
DCF PPS Program Staff – Daily
Community Contacts - Daily
Complainants regarding licensure – Frequently
Federal Government Officials - Occasionally
Private Consultants - Occasionally
Legislature – Rarely

25. What hazards, risks or discomforts exist on the job or in the work environment?

General working conditions – working under florescent lights, computer work eye strain, working under deadlines, working with challenging constituents and employees can cause stress. Sitting for long periods of time, and bending and stooping sometimes required for filing.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Computer, telephone, copier, fax and scanner on a daily basis. Operation of rented automobiles to carry out duties of the position perhaps as much as quarterly.

PART III - To be completed by the department head or personnel office

27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

One year of experience in providing direction necessary to implement the objectives of an agency, program or organizational unit. Education may be substituted for experience as determined relevant by the agency.

Education or Training - special or professional

Preferred - Master's Degree in child development, child care, education, social work, nursing or related field.

Licenses, certificates and registrations

Valid Driver's License - Incumbent is required to have and maintain a valid driver's license when operating a state vehicle, a private vehicle, or a rental vehicle for the benefit of the State. If degree is in a professional field such as nursing or a behavioral science, employee must maintain their professional license.

Special knowledge, skills and abilities

Preferred - Master's Degree in child development, child care, education, social work, nursing or related field.

Experience - length in years and kind

Knowledge of principles and practices of administration, early childhood care and education, regulatory theory and application; knowledge of diverse human behavior in organizations and appropriate management techniques that foster teamwork, creativity and problem solving; knowledge of applicable statutes, rules and regulations; experience in regulatory enforcement, regulation development and revision; experience working on a team, organizing and coordinating activities and processes; ability to develop and install complex administrative procedures and operations and to evaluate efficiency and effectiveness.

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Computer Skills -Word, Excel, PowerPoint, Access

Grammar -Proofreading, editing, attention to detail

Other -Ability to analyze, interpret and problem solve

Other -Ability to develop and institute complex administrative procedures and operations, and evaluate

Other -Ability to communicate effectively (written & oral)

Other -Ability to perform multiple tasks

Other -Ability to function well in atmosphere of change

Other -Ability to exercise independent judgment in evaluating situations and making decisions

Other -Ability to provide effective team leadership

Signature of Employee

Date

Signature of Personnel Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date